

## **JAILER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF WORK**

This is a specialized police work involving the care of prisoners and maintenance of prison facilities. Work is performed in accordance with the established policies, procedures, and regulations of the police department under supervision of the chief of police.

### **EXAMPLES OF WORK**

(NOTE: Listed examples do not include all duties which may be required in a position of this class.)

Admits prisoners to jail and releases prisoners from jail being responsible for inventory of property, initial search and sanitary procedures, and completion of necessary records and forms.

Makes regular, formal inspection of all security facilities and systematic counts of prisoners, both formal institutional counts and informal personal counts.

Performs routine duties necessary for the proper feeding, housing, and medical attention of inmates.

Performs routine prison maintenance; handles prison work details.

Performs related duties as required by the chief of police.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's

degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

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